

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 6/8/87

BUS DRIVER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a training position in which the employee receives instruction on safe operation of a school bus with a capacity of over 15 passengers. This instruction is both written and through operation of a school bus. The normal training period is less than 30 days in duration, and the end result is obtaining a New York State Class II license and meeting all State requirements for a school bus driver. A trainee is given instruction on the need of safe operation and advised of all precautions required for protection of passengers and maintenance of the vehicle. Accompanied by a State certified bus driver trainer, the trainee operates a school bus with a capacity of over 15 persons. This training involves all situations which may occur in normal operation. Where applicable, all State rules pertaining to this training period will be applied.

TYPICAL WORK ACTIVITIES:

1. Start bus and check all equipment, tires, lights, emergency equipment and gauges;
Practice shifting gears on bus;
While the bus is in motion, check foot brake and emergency brake;
Drive around on school property (parking lot, driveways, etc.,) usually for first hour;
Practice on the road driving in isolated areas; practicing right and left turns, driving up and down hills, holding the bus on an incline, procedures at railroad tracks and school zones;
Practice parallel parking;
Practice turning bus around;
Practice in light city traffic for four (4) hours, turning corners and getting feel of the bus in traffic (length and width of bus);
Start driving with children on the bus and more practice parking, driving on hills, turning corners, turning around, railroad tracks, school zones, holding bus on incline and driving in city in heavy traffic.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; good physical condition.

MINIMUM QUALIFICATIONS:

Eligibility for appropriate level New York State license at the time of appointment and be at least 21 years of age.

NOTE: More stringent qualifications than those above may be required by the appointing authority.

- Examples:
1. Class II New York State License;
 2. X number of years of safe motor vehicle operation.

SPECIAL REQUIREMENT:

Candidates must satisfy the requirements for Bus Driver Trainee as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise the Niagara County Civil Service commission of the candidates compliance when submitting appointing Report of Personnel Change. added 10/5/88